**VILLAGE DISTRICT OF EIDELWEISS**

**Commissioners Meeting**

**Tuesday August 8, 2023**

The Board of Commissioners met at 9:00am on Tuesday August 8, 2023.

In attendance for the public meeting are Commissioner Ralph Lutjen, Commissioner Mark Graffam, Commissioner Mike Smith, Katelyn Quint-Administrator, Kelly Robitaille-DPW Foreman, Ian Hayes-Simply Water, and John DiFeo.

Meeting videotaped by Carol of Madison TV

At 9:00am Commissioner Ralph Lutjen calls the meeting to order

**Mike Smith makes a motion to approve the agenda Ralph Lutjen 2nds, passes 3-0**

**Public Meeting**

**Mike Smith makes a motion to approve the 8/1/23 meeting minutes, Mark Graffam 2nds, Mark Graffam makes amendment to remove wording from “whole budget is overspent” to “potentially overspent” entirely, Ralph Lutjen 2nds, amendment passes 3-0, motion passes 3-0**

**Mike Smith makes a motion to approve the Operating Manifest for $7,608.12, Ralph Lutjen 2nds, passes 3-0**

Discussion on payout of Alexis Wagoner’s unused vacation time. She had 40.23 hours of unused vacation time.

**Mike Smith makes a motion to approve paying Alexis Wagoner’s 40.23 vacation time on the next pay period, Ralph Lutjen 2nds, passes 2-1 Mark Graffam – No**

**Mike Smith makes a motion to approve the Payroll Manifest for $9,556.55, Ralph Lutjen 2nds, passes 3-0**

**Simply Water**

Discussion regarding the signing of contract so that the new rates can go into effect. Ian indicated that the contract needed to be signed by the end of the business day Tuesday August 8, 2023.

**Mike Smith makes a motion to approve of signing of Simply Waters Contract, Ralph Lutjen 2nds, passes 2-1, Mark Graffam - No**

Ian met with CMA on Friday; they reviewed the list that was put forward to Simply Water. Discussion regarding projects that need to be completed, Ian stated that all the projects are justifiable. Ian also suggested that the district really should consider Asset Management software. The Asset Management software will allow the district to be more organized, track work orders more efficiently, every point in the system has a data point that essentially would become a running list of repairs, defining the project and has a location of physical assets. CMA is willing to come show the district the software if that is something that the Commissioners are interested in. Mapping and valving are very important so that everyone knows where things are located, as some things are undocumented. Ian also spoke with the engineers regarding a packet that is handed to the contractors so that all their expectations are clear.

**Mike Smith makes a motion that Katelyn schedules a sit-down with CMA, Ian and the Board of Commissioners, and it’s more of a workshop then a meeting to get the projects defined and get some planning done so that we can go forward, and mapping is probably the biggest priority, Ralph Lutjen 2nds, passes 3-0**

Commissioner Mark Graffam asked if Simply Water was still taking readings, Ian stated that those readings are happening twice a week at the stations, the books are left in the stations. There is no access to the buildings without Simply Water being present. Anyone is welcome to go while they are there or scheduling a meeting.

Commissioner Mark Graffam asked how many outstanding hook ups there are? Ian replied that he believes there are two.

Leak detection is in the process on Upper Lake View, it isn’t visual, so that they need to find that location and dig that location up and try to find. The water is being lost somewhere off the gravity zone of Summit.

**Mike Smith makes a motion to approve Katelyn Quint to contact Rick Skarinka at the State of New Hampshire to see who they are using for Leak Detection Company, Ralph Lutjen 2nds, passes 3-0**

**Public Appearance**

Ian is asking where Eidelweiss is choosing to end their obligation to the water line, the mapping is not clear as where it ends.

**Mark Graffam makes a motion that we vote that we go from Eidelweiss Drive to the curb stop of #4 Thusis Rd, Ralph Lutjen 2nds, passes 3-0**

Discussion on ordinance for As Built Drawings supplied to the district by the contractor.

**Mark Graffam makes a motion that John will provide a professional drawing of measurement that we will turn into an engineering drawing at the districts expense, Ralph Lutjen 2nds, passes 3-0**

John DiFeo asked about a schedule. Discussion on the quotes that we are receiving from contractors. Ian indicated that he would get back to Katelyn in the next few days with some pricing.

Kelly from DPW indicated that the contractor is responsible for a minimum of an 18” culvert at the intersection, John indicated that this was their intention as they backfill.

Kelly asked if the district’s responsibility to supply the culvert.

**Ralph Lutjen makes a motion that the district will supply a culvert, Mike Smith 2nds, passes 3-0**

Discussion regarding the standard for a Class 5 road, with a guideline that will allow John to complete the road correctly.

**DPW**

The Volvo backhoe is back and ready for pickup. Coordinate pick up with the purchaser.

2018 Dodge Ram had front end problems, tie rod and some linkage that needs to be replaced.

2019 Ram fuel pump replacement which is under warranty, so it will be towed from Albany Service Center to Crest. Crest won’t remove the hydraulic pump that is in the way, so Albany Service Center will remove the hydraulic pump and put it back in after Crest is done. Crest is out for about 3 weeks.

Burgdorf is open on one side, coned off and safe, lot of culvert cleaning and ditch work so the material that was taken out has been trucked to Burgdorf which we were able to fill in a good portion of it, it is now open to traffic, Kelly’s hope is the same can be done with Grison but will need more material, waiting until 113 is open as the material is coming from High Street Sand and Gravel and they won’t truck around.

Madison has a project that they are working on that they may be hauling some material, they are going to talk to the selectman to see if they can give us the material, which will help them and us, but that can’t happen until 113 opens back up.

Discussion regarding vacation time request.

**Mike Smith makes a motion to sign off on Kelly’s vacation time, Ralph Lutjen 2nds, passes 3-0**

**Admin**

Jeff called and indicated that he lost his work phone.

**Mike Smith makes a motion to replace Jeff a new work phone, Ralph Lutjen 2nds, passes 3-0**

Discussion on employment agreement.

**Mike Smith makes a motion to send Kelly’s employment agreement to lawyer for review, Ralph Lutjen 2nds, passes 3-0**

Discussion regarding Monthly Cash Flow, there is no immediate need at the moment to deal with a withdrawal on the TAN.

Discussion on the operating account and the ongoing issues and certain accounts being overspent. In highway the overtime budget line in over 116% a portion of that is due to storm issues, we are anticipating additional expenses from the winter. Highway repair is over, however there is a CRF coming through which will make a significant improvement on that account.

Discussion on the Public Hearing Power Point and form from DRA “Emergency Expenditure Revenue Source Form”.

Katelyn requested the office hours be changed from 7am to 3pm to 7:30am to 3:30am.

**Mark Graffam makes a motion to approve the request, Ralph 2nds, passes 3-0**

**Commissioner Reports**

**Mike Smith makes a motion to approve the transfer of monies for $4,695.05 from Water Assessment Fund back to the Operating Account, Ralph Lutjen 2nds, passes 3-0**

Discussion on the shelves in the Administration office and that they are unsafe.

**Mike Smith makes a motion to allow Katelyn to find a carpenter to get a price on replacement of bookshelves, Ralph Lutjen 2nds, passes 3-0**

**Mike Smith makes a motion to contact Tom to give a price on reporting system, Ralph Lutjen 2nds, passes 3-0**

Discussion regarding Katelyn’s communication with Catherine Deyoe.

Discussion on the audit and the lack of response from the auditors. Ralph indicated that it has been far too long.

**Mike Smith makes a motion for Katelyn to contact the Auditors to see when a draft is expected, Ralph Lutjen 2nds, passes 3-0**

**Correspondence**

Discussion on monthly water usage and which days were higher than others. The 16th and 17th of July were the days of the server storms, which was affected by the pipe being disrupted, the amount is back down on the 18th. Minor variation on the weekends and 4th of July. The average daily usage was around 90,000 a day for the month of July.

**Mike Smith makes a motion to adjourn at 10:53am, Ralph Lutjen 2nds, passes 3-0**

Respectfully submitted,

Katelyn Quint, Administrator.